



**20 NOVEMBER 2000**

**SECURITY**

**RESERVED PARKING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This operating instruction (OI) has the criteria for assigning reserved parking for personnel assigned to HQ AFMC. It assigns responsibility for controlling and allocating these spaces. This OI does not apply to US Air Reserve units and members. It implements WPAFBR 125-14, *Base Traffic and Parking Code*.

**SUMMARY OF REVISION**

This OI updates parking terminology and organization symbols.

**1. General.** Some reserved parking spaces are available for assignment to key personnel:

1.1. Parking in lot 2A (flagpole area in front of Building 262) is reserved for general officers, senior executive service (SES) personnel, directors, deputy directors and the commanders and vice commanders of other organizations whose offices are in Buildings 262 and 266. Some permit spaces may be assigned to others by the Vice Commander.

1.2. Parking in lot 11A (behind Building 266) is reserved for general officers, SES personnel, directors, deputy directors and the commanders and vice commanders of other AFMC organizations whose offices are in Building 266. Some permit spaces may be assigned to others by the Vice Commander.

1.3. Eagle/GM-15/CMSgt parking is available in lot 14A (north of building 262) and lot 11A for other colonels, GM-15s and CMSgts working in Buildings 262 and 266. Parking spaces are not individually assigned. Permit parking in lot 14A is for others designated by the Vice Commander or the executive officer.

1.4. Colonels, CMSgts, and GM-15s whose offices are located in other than Buildings 262 and 266 will be provided reserved parking near their duty assignment.

**2. Responsibilities:**

2.1. The HQ Support Office (88 CEG/CECH) manages reserved parking around the HQ facilities. They:

2.1.1. Coordinate with 88 CEG/CEM to make sure sufficient reserved parking spaces are available and properly marked.

2.1.2. Keep a list of personnel who are assigned reserved parking.

2.1.3. Issue permit parking passes to those who qualify and assign parking spaces to reserved parkers.

2.2. Persons who are authorized permit parking:

2.2.1. Contact the HQ Support Office for a parking permit.

2.2.2. Notify the HQ Support Office upon reassignment, retirement, or when no longer authorized permit parking privileges and return their parking permit.

TAD A. STANLEY, Colonel  
Deputy Command Civil Engineer